



CITY OF GLEN COVE
Building Department

PLUMBERS LICENSE REQUIREMENTS SHEET

A. REQUIREMENTS FOR SUBMITTING AN APPLICATION:

1. Completed Application for License.
2. FELLOW PLUMBER OR EMPLOYER'S AFFIDAVIT FOR PLUMBERS LICENSE must be filled out by a certified licensed plumber (Preferably from the City of Glen Cove)
3. If your business is a corporation or partnership, submit a notarized letter stating what percentage of the company you own.
4. W-2 forms showing five (5) years' experience.
5. Two (2) pictures 1 1/2" by 1 1/2" (No Glasses).
6. **Cashier's check or money order** made payable to the City of Glen Cove for amount specified below.
7. Two (2) proofs of residency (tax bill, utility bill, bank statement). (No driver's licenses.)
8. Two (2) proofs of business address (tax bill, utility bill, bank statement, bill/voucher from a plumbing supply company.).
9. Three (3) personal character reference letters. Please make sure letters include full name and address, telephone number, e-mail address, and signature must be notarized.

You may also submit at this time, any programs, certificates, schooling, etc., that you feel would be helpful to the Plumbing Board when considering your application.

When the application is completed, submit by mail to the City of Glen Cove, 9 Glen Street, Glen Cove, NY 11542 to the attention of the Building Department.

B. PLUMBERS EXAMING BOARD – REVIEW AND TESTING:

After your application is submitted, you will be scheduled to meet with the Plumbers Examining Board where your application will be reviewed. At that time you will be scheduled for written and practical tests.

C. ADDITIONAL DOCUMENTS REQUIRED:

Please be advised the when you have passed all tests, you will be required to provide:

1. Certificate of Liability Insurance coverage. Certificate must include your own name, the business name City of Glen Cove listed as Additional Insured.
2. Workmen's Compensation Coverage. **Must be on either a NYS State Fund Form U-26.3 or a C-105.2.** Waiver from Workmen's Compensation. **Must be on a CE-200.**

If you have any questions, please call Angie at 516-676-4448.